

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: June 10, 1999

PERSONNEL LETTER # 99-018
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: JUNE 21, 1999 GENERAL SALARY INCREASE - BARGAINING UNITS 12 AND 13
EMPLOYEES

Per the Department of Personnel Administration (DPA) Pay Letter # 99-16, Bargaining Units 12 and 13 rank and file employees are entitled to a 1.5% salary increase effective June 21, 1999. All R12, R13, C12, C13, E12, E13, and E97 designated employees in R12 and R13 classes shall be entitled to the increase.

To implement the salary increase, the State Controller's Office, Personnel/Payroll Services Division (PPSD), will post a 06/21/99 effective date GEN transaction to the employees' Employment History (EH) records by either: 1) processing an EH Data Base mass update; or, 2) manually processing transactions for those employees who cannot be included in the mass update (see below).

The following provides the EH/payroll processing information for the salary increase.

I. EH UPDATE PROCESS

A. Mass Update Process:

The EH mass update is scheduled for June 10, 1999 and will include all active and on-leave Bargaining Units 12 and 13 employees except for those requiring manual processing (see below). The GEN transaction will reflect the salary increase within an employee's base salary rate.

Turnaround (TAD) PARs will be issued from the mass update process. PPCSD will resolve discrepancies resulting from the update and TAD

PARs will be distributed to departments after records are corrected. If a TAD PAR for an employee is not received within 10 days after receiving the majority of your department's TAD PARs, please call the Personnel Operations Liaison Unit at (916) 322-6500 or Calnet 492-6500.

B. Manual Update Process:

Employees with the following employment status will be manually processed:

a plus salary rate;

out-of-sequence situations (i.e., EH records reflecting transactions with an effective date after 06/21/99), including employees who separate on or after 06/21/99;

separated, without fault, effective prior to 06/21/99 with lump sum time extending beyond 06/20/99.

PPSD will begin manually updating these employees on 06/11/99. TAD PARs will also be issued from the manual update process as the EH records are updated.

II. SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Once the employees' EH records are updated, the 06/21/99 GEN transaction could create an 'out-of-sequence' condition. Salary rate, if allowed, must be entered on any new out-of-sequence transaction. Otherwise, the 06/21/99 GEN salary rate will be reflected on the transaction and could create an overpayment situation. Refer to the Personnel Action Manual (PAM) Section 9 for further processing information.

Also, transactions keyed prior to June 10, 1999 with a 06/21/99 effective date that need correcting must have the GSI Code 'O' entered on the corrected transaction to denote the old salary rate. Key enter the GSI Code 'O' as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code 'O' could result in an incorrect base salary rate (i.e., overpayment).

III. PAYROLL PROCESSING INFORMATION

Any lump sum payments that extend into/beyond 06/21/99, will be adjusted after the separated employees' EH records are updated. Also, the mid-month salary rate change will cause two 06/99 master payroll warrants to be issued. One payroll warrant will reflect pay at the 06/21/99 salary rate. The other warrant will reflect pay at the lower rate.

Since the 06/21/99 GEN will cause employees to be paid at two different salary rates, please adhere to the following when reporting attendance and requesting overtime and industrial disability leave payments for the 06/99 pay period.

A. Negative Attendance Employees:

Negative attendance employees who are in a dock situation must have the GEN transaction corrected to reflect the time to be paid at the old rate and the new rate. **DO NOT PROCESS 06/99 PAY PERIOD OR SECOND HALF 06/99 PAY PERIOD DOCK TRANSACTIONS SINCE THEY WILL REJECT.**

Process the GENC transaction with Items 606/607, Time to be Paid fields completed as follows:

Time to be Paid Old - Enter the time the employee is to be paid at the old rate (salary rate in effect prior to the 06/21/99 salary increase).

Time to be Paid New - Enter the time the employee is to be paid at the new salary rate (salary rate in effect with the 06/21/99 salary increase).

Refer to the PAM pages 2.79 - 2.80.1 for further Items 606/607 information/ instructions. Also, to report dock after the 06/99 master payroll cutoff, the correct time to be paid information can be made on the Form STD. 674, Payroll Adjustment Notice, in lieu of correcting the GEN transaction.

B. Positive Attendance Employees:

Salary rate must be entered on the Form 672, Time and Attendance Report, for the 06/99 pay period (or second half 06/99 pay period or bi-weekly pay period D 06/99). Separate regular pay request transactions are required for each salary rate for which regular pay is to be paid.

The time to be paid prior to 06/21/99 must be requested at the old salary rate and the time to be paid on and after 06/21/99 must be requested at the new salary rate.

C. Overtime Pay Request:

The salary rate must always be entered on the overtime pay request transaction. Separate overtime pay transactions are required for each salary rate for which overtime is to be paid. The Earnings ID beginning with the prefix 'OF' (FLSA special computed rate) must be used to request the overtime pay. Refer to the Payroll Procedures Manual (PPM) Section G020 for further information/instructions.

D. Industrial Disability Leave (IDL) Full and Enhanced Industrial Disability Leave (EIDL) - Pay Request:

IDL full/EIDL pay (Earnings ID FIDL) that is to be paid at both the old and new salary rates must be requested on a Form STD. 674D. Do not request the payments via the Payroll Input Process System as erroneous payments could result, including overpayments.

III. RETROACTIVE CHARGES

All transactions as a result of the June 21, 1999 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the above EH updates will not be reflected on the Monthly Retroactivity Report. However, any EH transaction, except for the GEN transaction, and payroll transactions that are key entered/initiated by a department could appear on the department's report (refer to the PPM Section A011 for additional information). The department can return the report identifying the items associated with the salary increase along with the appropriate explanation.

IV. TELEPHONE CONTACTS:

Questions regarding the Units 12 and 13 salary increase and EH/payroll processing information can be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NO.
Salary Program	DPA	(916) 324-0439 CALNET 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 CALNET 492-6500
Disability	Disability	(916) 322-3619

Procedures

Liaison Unit

CALNET 492-3619

General Payroll
Procedures

Payroll Liaison
Unit

(916) 323-3081
CALNET 473-3081

RZ:LMC/PMAB